

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

COURT SUPPORT CLERK II

DEFINITION:

Under general supervision, to perform specialized and complex clerical duties in the City Attorney's Office; to research complex criminal records regarding misdemeanor charges against defendants; to process more complicated legal documentation; to support a Deputy City Attorney in a court setting or to maintain a custody desk; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Researches and responds to complex requests for criminal background checks using the JURIS and SUN systems;
- Supports Deputy City Attorneys in County court facilities by coordinating transfer of documentation from other court support personnel;
- Assists in making determination as to defendant's ability to qualify for diversion programs;
- Issues subpoenas and other legal documents based on information provided by Deputy City Attorneys;
- Confers with court personnel on changes to the procedures for filing motions and appeals;
- Makes decisions regarding the release of defendants based on information provided by City and County legal staff and computerized research;
- Prioritizes work to meet time constraints with little or no input from supervisory personnel;
- Performs other related clerical tasks.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of clerical experience, which includes one year performing complex and difficult clerical duties with primary responsibility for obtaining and organizing case documents for court or a Prosecutor's office, and which must include one year as a Court Support Clerk I with the City of San Diego.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.